

OFFICE OF PERSONNEL EVALUATION REPORT

I. BACKGROUND:

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The position of Chief, Mess and Battering Division, [REDACTED]

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[REDACTED] was allocated as Steward, GS-0067.01-11 in November, 1953. A survey conducted in December, 1954 reaffirmed this allocation. The Office of Communications requested review of the position with a view to up-grading it on 10 August 1956. The Position Evaluation Division, Office of Personnel conducted a desk audit [REDACTED] on 22 August 1956.

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II. SUMMARY OF POSITION:

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Under the general supervision of the Commanding Officer, the incumbent is responsible for the mess, billeting and housekeeping functions [REDACTED]. These functions are performed through supervision of 38 employees. In addition, he is responsible for the planning of the possible mess and billeting of large numbers of persons [REDACTED] program.

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The mess function includes maintenance of an adequate stock of supplies, storage of perishable items, butchering of meats, and the planning, preparation and serving of meals for approximately 150 persons. The billeting and housekeeping functions include assigning space to students and visitors, keeping records of billeting, daily cleaning of sleeping rooms, baths, classrooms, corridors and office rooms in 20 buildings, operations of a Post Laundry and maintaining supplies needed for housekeeping.

III. COMPARISON:

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A. Within [REDACTED]

The Chief, Engineering Division is allocated as Maintenance Engineer, GS-0065.01-12. As Post Engineer, his responsibilities include maintenance and repair of all buildings, utilities, and equipment; design, specification writing and cost estimates for new construction or alterations; recommendations on power and water requirements, sewage disposal, housing, warehousing, and transportation; direction of fire-fighting and fire prevention activities; and maintenance, repair and dispatch of all motor vehicles.

It should be noted that this position requires a professional graduate engineer.

B. Other Standard Positions in the Agency

There are no steward positions in the Agency allocated higher than GS-11. There are two other positions allocated at GS-11 in FE

Division and the Office of Training.

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The position in PE Division is at [REDACTED] and the responsibilities include maintenance of an adequate stock of supplies; storage of perishable items; the planning, preparation and serving of meals for approximately 150 persons; assigning of space to station personnel; keeping records of billsting; and planning and directing a station club including a bar.

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The position in the Office of Training is at [REDACTED] and the responsibilities include maintenance of an adequate stock of supplies; storage of perishable items; and the planning, preparation and serving of meals for approximately 300 persons. The position includes responsibility for supervising 36 employees.

IV. CONSIDERATIONS:

The level of duties and responsibilities of the Pest Engineer, GS-12, appears to be considerably stronger than the steward position. The responsibility for the design of new installations, the maintenance of all buildings, equipment, and utilities, and the direction of the fire department, plus the fact that a graduate experienced engineer is required are the factors considered.

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The steward position at [REDACTED] is the same as the one at [REDACTED] in most respects. The [REDACTED] position does have responsibility for emergency planning, for housekeeping and a laundry. The [REDACTED] position has responsibility for a station club and bar. The difference in level of duties and responsibilities, if any, does not warrant a grade distinction.

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The steward position at [REDACTED] does not include billsting and housekeeping, but the main responsibility is for over three times as many persons [REDACTED]. Both positions include responsibility for supervising 36 employees. Again, the difference in the level of duties and responsibilities, if any, do not warrant a grade distinction.

V. RECOMMENDATION:

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The [REDACTED] steward position is not as strong as the [REDACTED] Pest Engineer 25X1A6a position, GS-12; nor is it any stronger than the two steward positions, GS-11, in PE Division and the Office of Training. It is recommended that the position be maintained at the present allocation.

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